



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
SCHOOL FOOD SERVICES
RECORD OF INCOME AND EXPENDITURES

FOR LEA USE ONLY

The use of this Form will greatly simplify the preparation of your Annual Report of Income and Expenditures. Daily receipts should be posted daily, but expenditures may be posted on a weekly or monthly basis.

NOTE Columns are labeled according to items in Part 02 of Annual Report.

SCHOOL OR LEA							MONTH		YEAR			
DAY OF MONTH	INCOME						EXPENDITURE					
	ITEM 2a			ITEM 2b		ITEM 2c	ITEM 4a	ITEM 4b	ITEM 4c	ITEM 4d	ITEM 4e	ITEM 4f
	PROGRAM RECEIPTS FROM CHILDREN	PROGRAM RECEIPTS FROM ADULTS	ALL OTHER LOCAL PROGRAM RECEIPTS	REIMBURSEMENT FUNDS RECEIVED		ALL NON- PROGRAM RECEIPTS	FOOD	SALARIES	EMPLOYEE BENFTIS	PURCHASED SERVICES	EQUIPMENT PURCHASES	SUPPLIES
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TOTALS												

RETAIN IN YOUR FILES.

DO NOT SUBMIT TO STATE AGENCY.